

## Notice of Regular Meeting of the Wilmer City Council

Wilmer Community Center  
101 Davidson Plaza  
Wilmer, Texas 75172

Thursday, November 20, 2025, at 7:00 pm

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### CALL TO ORDER

### INVOCATION

### PLEDGE OF ALLEGIANCE

### PRESENTATION:

Items listed under presentation are special public recognition, staff recognition, and reports.

1. Recognition of Laura Russell.
2. Badging Ceremony for New Officer.
3. Recognition of the Reserve Officer Program.
4. Recognition of Donations for Pioneer Days.
5. Receive a presentation for Tickets On The Go, an eCitation smartphone app, to be used by police officers for fast, accurate, and secure electronic citations.
6. Receive the Police Department's Quarterly Report.
7. Proclamation designating November 7, 2025 as "Arbor Day" in Wilmer.

### COMMUNITY ANNOUNCEMENTS:

1. Christmas Tree Lighting Event.
2. The WISH Program.
3. Holiday Closures.

### CITIZENS' COMMENTS:

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three (3) minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing portion of the item.

### CONSENT AGENDA:

Items listed under the consent agenda are considered routine and are generally enacted in one

motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

8. Consider Resolution No. R2025-0821D-R, amending the authorized signatories to execute payable checks at Commercial State Bank and adding Steve Norwood, Interim City Administrator as an authorized signatory on all city accounts.
9. Consider Resolution R2025-1120A, approving an Interlocal Agreement with Dallas County for food establishment inspection and environmental health services and authorizing the City Administrator to execute said agreement.
10. Consider Resolution R2025-1120B, approving an Interlocal Agreement for coordinated health services with Dallas County and authorizing the City Administrator to execute said agreement.

#### **ACTION:**

11. Discuss and consider approval of the August 2025 monthly financials.
12. Presentation of the Fourth Quarter Investment Reports as described below.
13. Consider Resolution R2025-1120C, approving the terms and conditions of an agreement with Community Council of Greater Dallas/Dallas Area Agency on Aging for continued implementation of the Congregate Meals Program for Wilmer Senior Services.

#### **EXECUTIVE SESSION:**

In accordance with Texas Government Code, Chapter 551, Subchapter D, the City Council will now recess into Executive Session (closed meeting) to discuss the following:

1. Section §551.071 (1) of the Texas Government Code to seek legal advice from the Attorney concerning pending or contemplated litigation regarding the case styled Cause No. DC-22013732; EDD RD RV PARK LLC v. City of Wilmer, Texas and Mayor Sheila Petta, in her official capacity; in the 192nd Judicial District Court of Dallas County, Texas, Dallas County, Texas.

#### **RECONVENE INTO REGULAR SESSION:**

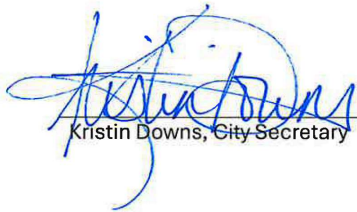
The City Council will reconvene into Regular Session, pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, Texas Government Code, to take any action necessary regarding:

1. Section §551.071 (1) of the Texas Government Code to seek legal advice from the Attorney concerning pending or contemplated litigation regarding the case styled Cause No. DC-22013732; EDD RD RV PARK LLC v. City of Wilmer, Texas and Mayor Sheila Petta, in her official capacity; in the 192nd Judicial District Court of Dallas County, Texas, Dallas County, Texas.

#### **ADJOURNMENT**

#### **CERTIFICATE**

This is to certify that I, Kristin Downs, posted this agenda notice by 5:00 p.m. on November 13, 2025, on the bulletin board of the City of Wilmer located at 128 N. Dallas Avenue, Wilmer, Texas 75172.



Kristin Downs, City Secretary

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EXECUTIVE SESSION: The Boards and Commissions reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

*Los Consejos y Comisiones se reservan el derecho de reunirse en sesión ejecutiva sobre cualquier tema en la agenda publicada de acuerdo con la Sección 551.071(2) del Código de Gobierno de Texas para recibir asesoramiento legal sobre dicho tema.*

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ACCESSIBILITY STATEMENT: Meetings of the Boards and Commissions are held in municipal facilities are wheelchair accessible. For sign interpretive services, call the City Secretary's Office, 972-441-6373, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

*Las reuniones de los Consejos y Comisiones se celebran en instalaciones municipales accesibles para sillas de ruedas. Para servicios de interpretación por señas, llame a la oficina de la secretaria de la Ciudad, al 972-441-6373, o al TDD 1-800-735-2989, al menos 72 horas antes de la reunión. Se harán ajustes razonables para asistir a sus necesidades.*

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NOTICE OF POSSIBLE QUORUM: There may be a quorum of the Board of Adjustment, the Community Development Corporation, the Economic Development Corporation, the Library Advisory Board, the Parks Advisory Board and/or the Planning and Zoning Commission members who may be present at the meeting, but they will not deliberate on any city or board business.

Puede haber un quórum de los miembros de la Junta de Ajustes, la Corporación de Desarrollo Comunitario, la Corporación de Desarrollo Económico, la Junta Asesora de la Biblioteca, la Junta Asesora de Parques y/o la Comisión de Planificación y Zonificación que puedan estar presentes en la reunión, pero no deliberarán sobre ningún asunto de la ciudad o de la junta.

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HANDGUN PROHIBITION: Pursuant to Section 46.03, Penal Code (Places Weapons Prohibited), a person may not carry a firearm or other weapon on this property.

For the purpose of this notice "property" shall mean the Community Center or any other room where a meeting subject to an open meeting under Government Code Chapter 551 is held (City Council and all Boards and Commissions).

*\*This does not apply to licensed carriers.*

*De acuerdo con la Sección 46.03, Código Penal (Lugares Prohibidos para Armas), una persona no puede portar un arma de fuego u otra arma en esta propiedad.*

*Para los fines de este aviso, "propiedad" se entenderá como el Centro Comunitario o cualquier otra sala donde se celebre una reunión sujeta a una reunión abierta bajo el Capítulo 551 del Código de Gobierno (Concejo Municipal y todas las Juntas y Comisiones).*

*\*Esto no se aplica a los transportistas autorizados.*

# CITY OF WILMER

## City Council Regular Meeting

## ITEM 1.

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Recognition of Laura Russell.

**Background:**

# CITY OF WILMER

## City Council Regular Meeting

## ITEM 2.

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Badging Ceremony for New Officer.

**Background:**

# CITY OF WILMER

## City Council Regular Meeting

ITEM 3.

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Recognition of the Reserve Officer Program.

**Background:**

# CITY OF WILMER

## City Council Regular Meeting

ITEM 4.

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Recognition of Donations for Pioneer Days.

**Background:**

# CITY OF WILMER

## City Council Regular Meeting

## ITEM 5.

**Meeting Date:** 11/20/2025

**Submitted by:** Chief Kemp

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**Agenda Caption:**

Receive a presentation for Tickets On The Go, an eCitation smartphone app, to be used by police officers for fast, accurate, and secure electronic citations.

**Background:**

**CITY OF WILMER****City Council Regular Meeting****ITEM 6.****Meeting Date:** 11/20/2025**Submitted by:** Chief Kemp

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**Agenda Caption:**

Receive the Police Department's Quarterly Report.

**Background:**

The Police Department's quarterly report provides transparency in operations and provides the Council with an overview of department performance, staffing, community engagement, training, and significant activities for the reporting period.

**Operational Considerations:**

This report is provided for informational purposes only. It summarizes key accomplishments, ongoing work, and upcoming projects for the quarter. No action is required.

**Options/Alternatives:**

City Council receive the Fire Department's Quarterly Report for information only.

**Attachments**PowerPoint

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**CITY OF WILMER****City Council Regular Meeting****ITEM 7.****Meeting Date:** 11/20/2025**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Proclamation designating November 7, 2025 as "Arbor Day" in Wilmer.

**Background:**

Citizens join together across the country to celebrate the benefits of community trees and the work accomplished to plant and maintain them. The State of Texas recognizes Arbor Day on the first Saturday of November. By passing and reciting an official Arbor Day proclamation, public officials demonstrate their support for the community tree program and complete the requirements for becoming a Tree City USA!

**Attachments**

Proclamation - Arbor Day

**CITY OF WILMER****City Council Regular Meeting****ITEM 8.**

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Consider Resolution No. R2025-0821D-R, amending the authorized signatories to execute payable checks at Commercial State Bank and adding Steve Norwood, Interim City Administrator as an authorized signatory on all city accounts.

**Background:**

The resolution is an administrative procedure due to the change in staff.

**Legal:**

The resolution and agreement has been reviewed and approved as to form by the City Attorney.

**Public Information Considerations:**

This item is being considered at a meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Fiscal Impact:**

There is no financial impact to the City amending the authorized signatories.

**Options/Alternatives:**

1. City Council may approve.
2. City Council may deny.

**Recommendation:**

Staff recommends approval of the resolution.

**Attachments**

Reso No R2025-0821D-R

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# CITY OF WILMER

## City Council Regular Meeting

## ITEM 9.

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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### **Agenda Caption:**

Consider Resolution R2025-1120A, approving an Interlocal Agreement with Dallas County for food establishment inspection and environmental health services and authorizing the City Administrator to execute said agreement.

### **Background:**

The City of Wilmer participates in an Interlocal Agreement with Dallas County Health and Human Services (DCHHS) to provide food establishment inspections and related environmental health services within the city limits. This agreement is renewed annually in accordance with the Interlocal Cooperation Act, Texas Government Code Chapter 791, and Texas Health and Safety Code Chapter 437.

The agreement allows Dallas County to conduct a minimum of two risk-based inspections per year for each permitted food establishment, along with additional inspections as needed to ensure compliance with state and local health regulations. DCHHS provides licensed Registered Professional Sanitarians to perform these inspections and forward copies of reports to the City monthly.

### **Operational Considerations:**

Under the terms of the FY 2025–2026 agreement, the City of Wilmer will collect and remit to Dallas County:

- \$210.00 per food establishment for required inspections; and
- \$105.00 per re-inspection for any business closed due to non-compliance.

The agreement also authorizes Dallas County to provide vector and mosquito control services upon written request from the City. All records are maintained in compliance with the Texas Public Information Act, and the City must maintain a local ordinance providing for food establishment inspection authority.

This partnership ensures Wilmer's food service establishments meet public health standards while reducing administrative and operational burdens on City staff.

### **Legal:**

The resolution and agreement have been reviewed and approved as to form by the City Attorney.

### **Public Information Considerations:**

This item is being considered at a meeting of the City Council in accordance with the Texas Open Meetings Act.

### **Fiscal Impact:**

Costs are offset by inspection fees collected from food establishments. No additional budgetary impact is anticipated.

**Options/Alternatives:**

1. City Council may approve....
2. City Council may deny....

**Recommendation:**

Staff recommends approval of Resolution No. R2025-1120A authorizing the City Administrator to execute the Interlocal Agreement with Dallas County for Food Establishment Inspection and Environmental Health Services for FY 2025–2026.

**Attachments**

Reso No. R2025-1120A

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# CITY OF WILMER

## City Council Regular Meeting

**ITEM 10.**

**Meeting Date:** 11/20/2025

**Submitted by:** Kristin Downs, City Secretary

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**Agenda Caption:**

Consider Resolution R2025-1120B, approving an Interlocal Agreement for coordinated health services with Dallas County and authorizing the City Administrator to execute said agreement.

**Background:**

The City of Wilmer participates annually in a coordinated public health services program through Dallas County Health and Human Services. This interlocal agreement allows Dallas County to provide essential health services on behalf of the City in accordance with the Interlocal Cooperation Act, Texas Government Code Chapter 791, and the Texas Health and Safety Code Chapter 121.

Through this cooperative effort, the County provides medical and laboratory services that help promote the health, safety, and welfare of residents. The agreement supports a consistent level of regional public health protection and ensures that Wilmer residents have access to services otherwise unavailable at the local level.

**Operational Considerations:**

Under the FY 2025–2026 agreement, DCHHS will provide:

- Tuberculosis control services (testing, treatment, and case management)
- Sexually transmitted disease prevention and control (education, testing, and treatment)
- Communicable disease services (epidemiology, immunizations, and disease surveillance)
- Public health laboratory testing and analysis

Additional health services include immunizations, child health care, high-risk infant case management, and home visits. These programs ensure coordinated disease control and preventive health efforts throughout Dallas County.

**Legal:**

The resolution and agreement has been reviewed and approved as to form by the City Attorney.

**Public Information Considerations:**

This item is being considered at a meeting of the City Council in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may approve....
2. City Council may deny....

**Recommendation:**

Staff recommends approval of Resolution No. R2025-1120B authorizing the City Administrator to execute the Interlocal Agreement for Coordinated Health Services with Dallas County Health and Human Services.

**Attachments**

Reso No. R2025-1120B

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**CITY OF WILMER****City Council Regular Meeting****ITEM 11.****Meeting Date:** 11/20/2025**Submitted by:** Patricia Albrecht, Consulting Finance Director

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**Agenda Caption:**

Discuss and consider approval of the August 2025 monthly financials.

**Background:**

The purpose of the City's financial statements is to help the City achieve and maintain a stable, positive financial position while providing guidelines for day-to-day planning and operations of its financial affairs. The following information represents the fiscal year 2024–2025 and the month of August 2025.

**Operational Considerations:**

Monthly financials are prepared by the Finance Department for review and approval.

**Legal:**

Monthly financials are provided in accordance with Section 1.04.034 of the City of Wilmer Code of Ordinances.

**Public Information Considerations:**

This item is being considered at a meeting of the November 20, 2025, noticed in accordance with the Texas Open Meetings Act.

**Fiscal Impact:**

The City Council may approve the financials as presented or provide direction to staff.

**Options/Alternatives:**

1. City Council may approve....
2. City Council may deny....

**Recommendation:**

Staff recommend approving the August 2025 financials as presented.

**Attachments**

August 2025 Financial Report

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**CITY OF WILMER****City Council Regular Meeting****ITEM 12.**

**Meeting Date:** 11/20/2025

**Submitted by:** Patricia Albrecht, Consulting Finance Director

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**Agenda Caption:**

Presentation of the Fourth Quarter Investment Reports as described below.

**Background:**

Staff will provide a quarterly investment report for the period of July 1, 2025, through September 30, 2025, in accordance with the Public Funds Investment Act (PFIA), Texas Government Code, Section 2256.005(n).

**Operational Considerations:**

Quarterly investment reports provide transparency of the investment portfolio.

**Legal:**

The investment reports are prepared in accordance with the Public Funds Investment Act (PFIA), Texas Government Code, Section 2256.005(n).

**Public Information Considerations:**

This item is being considered at a meeting of the City Council in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

The investment reports are provided for public information.

**Recommendation:**

No Council action is required.

**Attachments**

4th Quarter Investment Report  
PowerPoint

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# CITY OF WILMER

## City Council Regular Meeting

## ITEM 13.

**Meeting Date:** 11/20/2025

**Submitted by:** Haley Alsabrook Taylor, Assistant to the City Administrator

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### **Agenda Caption:**

Consider Resolution R2025-1120C, approving the terms and conditions of an agreement with Community Council of Greater Dallas/Dallas Area Agency on Aging for continued implementation of the Congregate Meals Program for Wilmer Senior Services.

### **Background:**

The Dallas Area Agency on Aging (DAAA), a division of the Community Council of Greater Dallas, is designated by the Texas Health and Human Services Commission to plan, coordinate, and deliver services under the Older Americans Act for adults aged 60 and older residing in Dallas County. Each year, the DAAA contracts with local governments and nonprofit organizations to provide essential programs that promote independence, health, and quality of life for seniors.

The City of Wilmer participates in this regional initiative through the Congregate Meals Program, which provides nutritious meals, wellness activities, and outreach services to older residents at the Wilmer Community Center. Funding is primarily provided through federal Title III funds administered by DAAA, with a required local match that may include in-kind support such as facility use, staff time, and volunteer contributions.

For Fiscal Year 2026, DAAA has allocated a not-to-exceed amount of \$56,715 to the City of Wilmer, reimbursing meals at a rate of \$9.50 per meal, with a mandatory local match of \$5,850.60 (10% of total costs) and a program income goal of \$314.40. The proposed agreement ensures continuity of nutrition and senior support services at minimal cost to the City.

During FY2025, the DAAA conducted its annual monitoring visit and found the City of Wilmer to be in compliance with program and fiscal requirements.

### **Operational Considerations:**

The City of Wilmer participates in the Dallas Area Agency on Aging (DAAA) Congregate Meals Program, which provides nutritious, balanced meals to adults 60 years of age and older who reside in Dallas County. Meals are served four (4) days per week at the Wilmer Community Center.

### **Legal:**

The resolution and agreement has been reviewed and approved as to form by the City Attorney.

### **Public Information Considerations:**

This item is being considered at a meeting of the Wilmer City Council noticed in accordance with the Texas Open Meetings Act.

### **Fiscal Impact:**

The Dallas Area Agency on Aging (DAAA) program operates at a reimbursable grant, meaning the City of Wilmer initially pays for the program expenses and is later reimbursed by DAAA for eligible services. Funding is provided through federal Title III Older Americans Act funds, which require a

10% local match that may be satisfied through cash or in-kind contributions.

Under the proposed FY2026 contract, the City purchases congregate meals for senior participants at a unit rate of \$10.48 per meal, while DAAA reimburses the City at a rate of \$9.50 per eligible meal served.

The total not-to-exceed allocation for FY2026 is \$56,715, with a required City match of \$5,850.60 and a program income goal of \$314.40.

**Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may deny the resolution and direct staff.

**Recommendation:**

Staff recommends approval, as presented.

**Attachments**

PowerPoint

Reso No. 2025-1120C

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